

Unified San Diego
County Emergency
Services Organization
And
County Of San Diego

Operational Area
Emergency Plan

ANNEX K

Logistics

October 2010

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Unified San Diego County Emergency Services Organization

ANNEX K

Logistics

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ANNEX K LOGISTICS

I. General

The Logistics Annex to the Operational Area Emergency Plan introduces the basic concepts, policies and procedures for providing and/or coordinating the provision of services, personnel, equipment and supplies to support operations associated with natural disasters and technological perils and incidents, within the San Diego County Operational Area. It describes the governmental organizations responsible for providing such logistics (facilities, supply/procurement, personnel, transportation, equipment, and utilities) and the elements of the private sector that normally offer commodities and services. The Unified Disaster Council of the Unified San Diego County Emergency Services Organization and the Unified San Diego County Emergency Services Agreement between and among the County of San Diego and the cities in the County, provide for a county-wide emergency services program and support the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

This Annex is intended to be a model for the county, cities and special districts to use in their emergency plans, with the realization that a city or special district may not have the personnel to fill all of the positions that will be filled at the Operational Area level.

Objectives

The overall objectives of logistics operations are:

1. Implement emergency logistics functions through pre-designated assignments from the Policy Group.
2. Procure and allocate essential resources (personnel, services and material) to support emergency operations.
3. Oversee the distribution and inventory of food stocks and other essential supplies for emergency subsistence.
4. Procure and allocate required transportation, fuel and like-equipment resources.
5. Maintain communications systems, potable water systems, electrical, sanitation, and other utility systems and services. If required, coordinate the emergency restoration of disrupted private services with public utilities.
6. Acquire supplies for care and shelter facilities, local assistance centers, multipurpose staging areas and fixed or mobile clinical and medical facilities.
7. Establish control of resources in a manner compatible with the Operational Area Emergency Plan, under the direction or coordination of the County Chief Administrative Officer (CAO) through the Operational Area Emergency Operations Center (EOC) staff.
8. Provide accountability of resources requested and expended for emergency and disaster events.

Activation and Termination

Activation and termination of this Annex occurs at the direction of the County's Chief Administrative Officer (CAO), as the Operational Area Coordinator of the Unified San Diego County Emergency Services Organization,

Activation of this Annex at the Operational Area Level normally occurs based on notification by OES that the scope of an emergency will exceed the area's resources; a disaster which by its nature or severity automatically initiates activation of the Plan; and/or an announcement that a disaster has occurred and that all personnel are to report to their disaster assignments.

Concept of Operations

This Annex applies primarily to major or potentially life-threatening or property loss situations which can result in demands upon the Unified Organization that exceed the capabilities of local resources, and possibly the Operational Area's resources.

Detailed operational concepts and emergency actions associated with various types of emergencies are provided in Appendix K, Hazard Specific Checklists. Listings of local resources, support, and services are provided in the Operational Area Resources Directory and reflect the FEMA/NIMS Integration Center Resource Typing Definitions.

Policies and procedures for the various logistics functions during emergencies are provided below.

Counties, cities and special districts are responsible for the receipt and local distribution of vital resources and the implementation of control procedures, to ensure that basic human needs are met. They also use locally prescribed procurement, contracting, and claim procedures, in order that documentation required for the ultimate payment of emergency costs can be accomplished and incurred expenses can be reimbursed.

II. Organization And Responsibilities

The organization described in this Annex covers all levels of disaster management from the cities and special districts to the county-operated Operational Area EOC, to the state and federal level. The Basic Plan networks all agencies involved in support of the emergency with their respective roles, to provide for an effective emergency response system to handle all types of disasters.

Operational Area - San Diego County

The San Diego County Chief Administrative Officer (CAO) coordinates the Emergency Services Organization and the County emergency management program. In a disaster located entirely within the County unincorporated area, the CAO directs emergency services and operations. In a disaster involving one or more jurisdictions, or special districts, the CAO serves as the Coordinator of Emergency Services. The Operational Area Logistics Coordinator in the Operational Area EOC serves at the direction of the CAO via the EOC Director.

The Operational Area Logistics Coordinator has the overall responsibility for coordinating countywide Logistics operations and provides relevant information and submits all requests for support to other jurisdictions in the Operational Area, or to the Regional Logistics Coordinator at the California Emergency Management Agency (Cal EMA) Regional EOC at Los Alamitos.

Mutual Aid Region

The Mutual Aid Region Logistics Coordinators, who function under the direction of the California Emergency Management Agency (Cal E M A) Regional Administrator, are selected by representatives of the designated state agencies and are responsible for coordinating appropriate resources and/or support activities. (Assignments depend on regional availability of State agency representatives.) The Coordinators have the overall responsibility for coordinating operations within their areas. All relevant information and requests for support are submitted to the appropriate State Resource Coordinators.

State

The Secretary of the California Emergency Management Agency or a designated representative, has overall responsibility for coordinating state-wide Logistics operations and requirements.

Federal

During emergencies, certain federal agencies can provide Logistics to state and local governments under separate statutory authorities. Following a Presidential declaration of an Emergency or Major Disaster, assistance provided by federal agencies is coordinated by the designated Federal Coordinating Officer.

Private Sector

Transportation Industries

Transportation industries function under their own management and operate their systems and facilities to provide the maximum possible service within their capabilities and to fill essential needs as specified by federal, state, and local government authorities. This includes responsibility for continuity of management, protection of personnel and facilities, conservation of supplies, restoration of damaged lines and terminals, rerouting, expansion or improvement of operations, and the securing of necessary personnel, materials, and services.

Utility Companies

The utility companies, in mutual support of each other and the state and local governments, have provided a representative working in Cal EMA to manage its Utilities Division. The Division has developed the State of California Utilities Emergency Plan, which provides for electric, gas, and water coordinators at the Mutual Aid Region and State levels. The Coordinators, who are representatives of the various utility organizations, provide a channel for mutual aid and other support as required. The Utilities Emergency Plan will be utilized during major emergencies. Additionally, the local utilities have assigned positions, telephones and radio communications links within the Operational Area EOC.

Heavy Construction Industries

Heavy construction industries function under their own management and operate their systems and facilities to provide the maximum possible service within their capabilities and to fill essential needs as specified by federal, state, and local government authorities. This includes responsibility to furnish materials, operate equipment, and supply skilled personnel as long as necessary through the direction of civil and military authorities in charge of disaster relief.

III. The Logistics Section – Organization And Responsibilities

The Logistics Section coordinates the procurement and provision of emergency resources for the Operational Area. It is one of five functional sections that is operational when the Operational Area EOC is fully activated. It is staffed by a Section Chief and pre-designated emergency personnel, and may be augmented by representatives from private industry, military and charitable organizations. This section also provides additional advisors to the CAO, who provide expert advice on resource allocation, distribution, priorities, expenditures and related logistical matters.

Logistics Section Chief

The Logistics Section Chief (provided by the Office of Emergency Services) directs the Logistics Section and is responsible for providing facilities, services and material in support of an emergency or disaster. The Logistics Section Chief participates in the development of the EOC Action Plan. This Section Chief activates and supervises the units of the Logistics Section during EOC operations. He/she has the overall responsibility for coordinating Operational Area Logistics operations and provides information and submits requests for support to the Mutual Aid Region Logistics Coordinator and to the State.

Communications Unit

The Communications Unit Leader, under the direction of the Logistics Section Chief, is responsible for developing plans for the effective use of communications equipment and facilities; installing and testing of communications equipment; coordinating with the Incident Communications Center; the distribution of communications to incident personnel; and the maintenance and repair of communications equipment.

The Communications Unit Leader is provided by the Sheriff's Wireless Services Division. The Communications Unit Leader is responsible for providing and maintaining radio and wireless data communications in support of ongoing operations. During emergencies, the Communications Unit Leader is responsible for restoring failed communications links, and for providing additional communications services as required to facilitate recovery efforts. Radio communications are part of the Sheriff's Wireless Services Division. All repairs to wireless systems within the EOC are handled by them.

Included among the Communications Unit's responsibilities are to:

1. Ensure radio resources and services are provided to EOC staff as required.
2. Ensure that a communications link is established within the EOC.
3. Provide management and coordination of County-controlled radio frequency resources assigned to field incidents and their Incident Communications Centers

Information Technology (IT) Unit

The IT Unit Leader is provided by the County Technology Office. This IT Unit Leader position is also responsible for acting as liaison between the EOC and the County Technology Office for the request and acquisition of telecommunication and computer services required to support emergency assistance centers as dictated by the EOC Policy Group.

Included among the IT Unit's responsibilities are to:

1. Ensure telephone and computer resources and services are provided to EOC staff as required.
2. Determine the specific computer requirements for all EOC positions.
3. Ensure network access for all EOC staff, including access to emergency information management software.
4. Ensure requests for telecommunications and computer services are expedited to the appropriate parties for execution as required.

Transportation Unit

The Transportation Unit Leader is provided by the Department of General Services, and is responsible for the transportation of personnel, equipment, supplies and subsistence stocks and the transportation of fuels, energy systems and equipment for emergency operations. The Unit Leader is also responsible for transportation routing and scheduling, and the work assignments for transportation support during EOC operations. This unit is also responsible for the direct servicing, repair, and fueling of all transportation apparatus and equipment, as well as, providing special transportation and support vehicle services, and maintaining records of transportation equipment use and service.

Included among the Transportation Unit's responsibilities are

1. Process transportation requests, to include all modes of transportation including ground, rail, air, and sea.
2. Determine the number of buses and other transportation resources available to support an evacuation.
3. Contact County Office of Education and School Districts to determine availability of buses and drivers.
4. Coordinate maintenance and repair of primary tactical equipment vehicles and mobile support equipment.

5. Manage the operation of a transportation pool which can be used for transporting personnel from one location to another.
6. Coordinate with fuel suppliers to establish distribution priorities.
7. Develop a Transportation Plan which identifies routes of ingress and egress, thus facilitating the movement of response personnel, the affected population and shipment of resources and material.
8. Identify alternate routes when primary routes are impassable.
9. Utilize emergency information management software for the Operational Area's formal resource tracking system.

Facilities Unit

The Facilities Unit Leader is responsible for the activation and maintenance of facilities that are utilized during emergency operations. The Facilities Unit Leader is provided by the Department of General Services. He/she ensures that proper sheltering, housing and personal sanitation facilities are maintained for emergency operations facilities, including the EOC. The Facilities Unit is responsible for safeguards at those facilities operated by the County, cities, and/or special districts in response to the emergency, to protect personnel and property from injury, damage or loss.

The Facilities Unit is also responsible for identifying facilities available to be used in the emergency response as staging areas, warehouses, distribution centers, collection points, alternate worksites for government employees, etc.

Supply Unit

The Supply Unit Leader is responsible for administering purchases, requisitions, contracts and funding allocations, including cost-sharing agreements between functional organizations (special districts, cities and/or county departments). The Supply/Procurement Unit Leader is provided by the Department of Purchasing and Contracting. The Unit Leader reports to the Logistics Section Chief.

In coordination with the Finance Section of the OA EOC, the Supply Unit's responsibilities include:

1. Purchase requisition control and recording
2. Purchase order control and recording
3. Inter-governmental purchasing control
4. Emergency purchasing/renting procedures/instructions
5. Emergency purchasing administration for unified and mutual aid
6. Contract, credit card and purchase bidding control
7. Cost/price data processing
8. Claims and negotiations
9. Special purchasing drafts, exchanges and lending control
10. Fiscal and financial estimating

11. Cost-price estimating
12. Maintain a list of stand-by contracts for emergency use.
13. Maintain a current resource directory and inventory for necessary supplies, equipment and services based on the FEMA/NIMS Integration Center Resource Types.
14. Coordinate the location and support of staging areas, support facilities, and additional resources as necessary with the Facilities and Personnel Units.
15. Coordinate the locations of collection points and sorting areas for donations via Volunteer San Diego and San Diego 211 information line.
16. Utilize emergency information management software for the Operational Area's formal resource tracking system.

This unit is also responsible for ordering or requisitioning equipment, supplies and services (which includes food and water as required); receiving, storing provisions, supplies and equipment to support emergency and EOC operations; and managing its inventories.

EOC Support Unit

The EOC Support Unit Leader is provided by the Department of Human Resources and is responsible for managing the Message/Status Boards, coordinating Message Center communications into and out of the EOC and providing general support to EOC staff.

Included among the EOC Support Unit's responsibilities are to:

1. Ensure adequate supplies are available in the EOC.
2. Coordinate Message Center activities and monitor communications locations without assigned personnel (i.e., fax machines).
3. Ensure that incoming phone lines are staffed and calls are answered and messages are recorded.
4. Survey the need for, and coordinate the provision of support staff to the OA EOC with the Personnel Unit.
5. Provide assistance in the coordination of meals for EOC Staff.
6. Facilitate requests for EOC equipment and supplies where possible, such as position guides, emergency plans, telephone directories, message forms and activity logs.
7. Assist the Documentation Unit in collecting, organizing and filing EOC documentation.

Personnel Unit

The Personnel Unit Leader, is provided by the Department of Human Resources, and is responsible for registering labor forces, insuring them under the appropriate workers compensation agreements, and keeping employment records. All non-governmental volunteers should be registered as

Disaster Service Workers by the Office of Emergency Services. The Office of Emergency Services maintains a database of registered Disaster Service Workers.

Included among the Personnel Unit's responsibilities are

1. Provide personnel resources as requested in support of EOC and field operations.
2. Develop and maintain the EOC Organizational Chart,, which includes creating a current phone list and inserting the name of the County employee working in each position at the time of EOC activation, using templates for the phone lists pre-loaded into the WebEOC system.
3. Identify back-up and relief personnel for Branch Coordinator, Unit Leader and Support Staff positions as requested by the EOC Director or Section Chiefs.
4. Coordinate with the Security Officer to assist in the verification of reporting personnel.
5. Insert action word If temporary workers or individuals with specialized skills need to be obtained, contact private personnel providers.
6. Request state assistance... In the event of staffing shortfalls and upon request by the EOC Director, request State assistance via the Emergency Managers Mutual Aid System (EMMA) or the Emergency Management Assistance Compact (EMAC).
7. Coordinate spontaneous volunteers in coordination with the Volunteer Unit Leader in the OA EOC Operations Section.
8. Coordinate the requests for and assignments of Disaster Service Workers and other trained volunteers.

ATTACHMENT A

STATE RESOURCES AND CAPABILITIES

The state agencies listed below have varied capabilities and responsibilities for providing, or coordinating the provision of, Logistic services:

Supply Procurement

Principal:

Department of General Services (Office Procedure), or Department of Food and Agriculture, Department of Fish and Game (Food), Energy Commission, Department of Conservation (Fuel).

Personnel

Principal:

Employment Development Department

Support:

Department of Correction, Education, and Forestry; Military Department; Personnel Board; California Youth Authority; University of California: Community Colleges

Transportation

Principal:

Department of Transportation

Support:

California Highway Patrol; California Maritime Academy; Department of General Services (Fleet Administration Division), Department of Motor Vehicles, Transportation, Public Utilities Commission

Utilities

Principal:

California Emergency Management Agency (Utilities Division)

Support:

Energy Commission; Department of Water Resources; Public Utilities Commission